

**CULTURE AND ARTS COMMISSION  
SPECIAL MEETING AGENDA  
Thursday, May 21, 2020 • 4:00 p.m.**

**WELCOME TO OUR COMMISSION MEETING**

**Zoom Meeting Details:**

<https://sanbruno-ca-gov.zoom.us/j/95816637735?pwd=dGZsUnlNWVRLRStlUGJSQ1Y0Zm9iQT09>

**Password: 481433**

**Or join by phone:**

**Dial +1 669 900 9128**

**Webinar ID: 958 1663 7735**

**Password: 481433**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlf, Vice Chair Pamela Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
  2. **REVIEW OF AGENDA:**
  3. **ACCEPTANCE OF THE MINUTES:** February 20, 2020
  4. **CONSENT CALENDAR:**
  5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
  6. **UNFINISHED BUSINESS:**
  7. **NEW BUSINESS:**
    - a. Recommend to City Council the Expenditure of an Amount Not to Exceed \$43,372 from the City Art Fund to Relocate the Memorial Recognition Sculpture in City Park
  8. **ITEMS FROM COMMISSION MEMBERS:**
  9. **ITEMS FROM STAFF:**
  10. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, June 18, 2020 at 6:30 p.m. at City Hall, 567 El Camino Real, Room 115, San Bruno.

**\*\* POSTED PURSUANT TO LAW \*\***



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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**MEETING MINUTES**

**Culture and Arts Commission**  
**February 20, 2020**

1. **CALL TO ORDER/ROLL CALL:** **Chair Rohlf**s called the meeting of the Culture and Arts Commission to order at 6:35 p.m. Commissioners Present: Chair Rohlf, Jeanne George, Pamela Madden, Janet Monaghan, and Melodie Tobin. Excused Absence: Commissioner Judith Puccini. Unexcused Absence: Vice Chair Pamela Gamble. Staff Present: Joanne Magrini and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** **Commissioner Madden** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** **MSC Madden/Monaghan.** Accepted 5-0-2.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
  - a. Commission photo for webpage – Postponed until March.
8. **NEW BUSINESS:**
  - a. Community Day in the Park Children's Art – **Superintendent Wallace** presented some choices. Consensus by Commission was to let staff decide.
  - b. Review report on Gateway Signage – **Superintendent Wallace** presented. Commission discussed locations. Staff will research companies and the requirements for median signage.
9. **ITEMS FROM COMMISSION MEMBER:** None.
10. **ITEMS FROM STAFF:**
  - a. Community Services Events – **Superintendent Wallace** announced upcoming events – Call for Artists deadline is March 20<sup>th</sup>, at the Library Bilingual Parent Child Activity Group every Thursday morning, Coffee and the Cosmos presented by a NASA Scientist on February 29<sup>th</sup>, computer skills classes on March 14<sup>th</sup>, Sterling the Bubblesmith on March 16<sup>th</sup>, and Superhero Story Time on March 19<sup>th</sup>. **Director Magrini** announced that the Recreation Department is currently accepting

applications for various part time employment for the summer and Community Day is June 7<sup>th</sup>. Sponsorship levels have been restructured. If commissioners have any suggestions about possible sponsors, please email her.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlf**s adjourned the meeting at 7:20 p.m.



**CITY OF SAN BRUNO**  
**COMMUNITY SERVICES DEPARTMENT**

**DATE:** May 21, 2020

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent

**SUBJECT:** Recommend to City Council the Expenditure of an Amount Not to Exceed \$43,372 from the City Art Fund to Relocate the Memorial Recognition Sculpture in City Park

**BACKGROUND:**

The Culture and Arts Commission approved the commissioning of a memorial recognition sculpture in 2010. Subsequently, City Council approved the sculpture and it was installed in its current location in City Park in 2012. As stated on a plaque at the site of the sculpture, the sculpture's intent is to "recognize those who have touched the hearts and lives of the community through their service to the City of San Bruno."

The sculpture honors 16 individuals, including the eight victims of the Glenview explosion and fire of September 9, 2010.

The cost of the Memorial Recognition Sculpture was approximately \$50,000

**DISCUSSION:**

The Memorial Recognition Sculpture is currently located in City Park to the west of the Recreation Center and north of the Rotary Pavilion, which is within the footprint of the proposed new Recreation and Aquatic Center. Because of its location, the sculpture must be relocated. The current recreation building is scheduled to be demolished in early 2021. Because demolition is scheduled to take place relatively soon, it is essential that the sculpture be relocated in a timely manner.

A Subcommittee for Art Design and Memorial Features for the New Recreation and Aquatic Center was formed in January 2019. This subcommittee is made up of two Culture and Arts Commissioners, Jean George and Melodie Tobin, as well as two Parks and Recreation Commissioners, Jessica Martinucci and Lucy Zamattia.

This subcommittee met on October 16, 2019 to discuss relocating the Memorial Recognition Sculpture. At that meeting it was determined that the preferred area to relocate the sculpture would be to the north of the tennis courts and south of picnic area 8 in City Park. Other areas were identified as secondary choices, if the preferred location was determined to be infeasible.

Staff investigated this preferred area and determined that it was feasible to relocate the sculpture to this area. The relocation project was put out to bid and two construction companies responded. JMB Construction submitted a bid of \$37,715, while F. Ferrando and Co. submitted a bid of \$48,000.

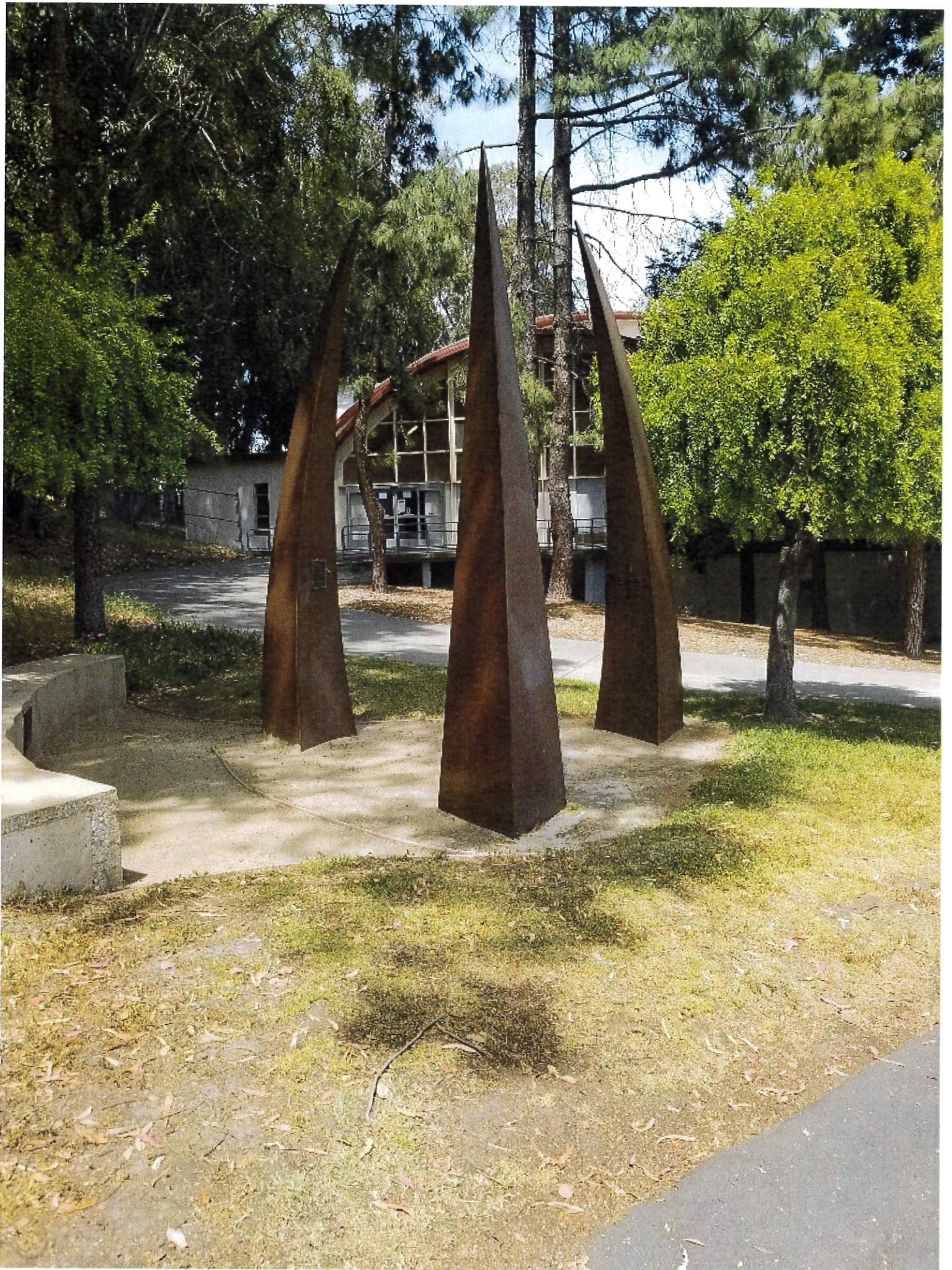
Staff is recommending the selection of JMB Construction to perform the relocation of the sculpture, which will include the creation of a small path leading from the existing park path to the sculpture. In addition, staff is recommending a 15% contingency to account for any potential change orders. With the 15% contingency, staff is requesting the Culture and Arts Commission approve up to \$43,372 for this project. The City Art Fund balance was \$326,204 as of March 31, 2020.

**FISCAL IMPACT:**

Expenditure of up to \$43,372 from the City Art Fund, which had a balance of \$326,204 as of March 31, 2020.

**ATTACHMENTS:**

Photo of sculpture, photo of area where sculpture would be relocated, aerial photo of City Park showing sculpture's current location and proposed new location.







Current Location of Memorial Sculpture

New Location of Memorial Sculpture